

ADMINISTRATIVE - INTERNAL USE ONLY

1 August 1973

MEMORANDUM FOR: Deputy Director, Policy and Management

SUBJECT : Management and Services Directorate
Program and Performance Evaluation System

1. DD/M&S Administrative Instruction No. 73-17 states that the M&S Directorate evaluation system comprises three major elements:

a. Bimonthly management conferences for oral reporting by Office Directors to the DDM&S. (The Director of Security's conference is set for 1330 hours on 7 August in the DD/M&S Conference Room.)

b. Bimonthly written reports to be submitted to the DD/M&S Plans Staff five (5) working days before the conference. (The current report covers the status of all objectives and a list of topics to be discussed.)

c. Periodic ad hoc inquiry, design and implementation of certain program impact evaluations.

2. The reports and conferences are intended to enable the Office Director and the DD/M&S to:

a. Review regularly the progress of the Office toward the achievement of its objectives.

b. Determine whether the established objectives continue to be of high priority.

c. Identify areas where corrective action is or will be necessary to meet a milestone or achieve an

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objective; assign specific responsibility for carrying out the corrective action; and insure that such action is taken.

d. Evaluate the performance of the people responsible for the achievement of an objective in relation to meeting key milestones and achieving objectives.

e. Discuss in a non-crisis atmosphere all areas of management concern. For example, discussion might center on the need for reallocation of manpower or dollar resources, reordering of priorities within the Office, program budget execution to date, productivity measurement and so forth.

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Acting Chief, Plans and Programs Branch